

**PUBLIC EMPLOYEES' RETIREMENT SYSTEM**  
PERS-HRD-88 (Rev. 7/89)

**POSITION DUTY STATEMENT**

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his Jurisdiction." The Position Duty Statement is used for this Purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important Duties and responsibilities of the position below. Group Related duties in numbered paragraphs and indicate the Proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her Supervisor.

File #6523

**Title of Position**

Accounting Officer (Specialist)

**Division and/or Subdivision**

Fiscal Services Division  
Fund Accounting Unit- Health

**Location of Headquarters**

Sacramento

**Class Title of Position**

Accounting Officer (Specialist)

**Position Number**

275-250-4546-012

**Effective Date**

November 1, 2009

Percent  
Of  
Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

45%

Under the general direction of the Accounting Administrator I, performs prescribed professional accounting duties involved in establishing and maintaining accounting books and records in accordance with the State Administrative Manual and generally accepted accounting principles for multiple funds. These duties include working as a team member to develop, document and maintain various reconciliations for 13 funds. This includes reconciling between the PeopleSoft Financials Accounting System, myCalPERS and the State Controllers' Office (SCO).

40%

Prepare, review and analyze required journal entries; exercise central control of registers and ledgers; develop trial balances; reconcile specific account balances to the corresponding account balances maintained by the SCO and process cash receipts, remittance advices, fund transfers and claim schedules. Prepare year-end reconciliations and adjusting entries.

15%

Represent the Fiscal Services Division in meetings with representatives of other CalPERS functions, public agencies, state agencies, contractors, and individuals in the development of procedures and policies related to the Funds and programs. Provide assistance, technical information and prepare ad-hoc reports as requested to CalPERS external auditors, state auditors, Department of Finance and other control agencies.